

# PROMOTIONS OFFICE

**Organization Name:** Promotions Office/Student Affairs Marketing

**Job Title:** Graphic Designer

**Reports to:** Promotions Office managers

**Job Objective:** Design and print a wide variety of quality materials that are used to promote campus events, programs, announcements, and more

**Responsibilities:**

- Work with clients to design projects, large and small, from conception to print (posters, t-shirts, buttons, banners, digital advertisements, and more)
- Implement design feedback from supervisors and fellow designers
- Communicate promptly and professionally with clients via email, phone, and in person
- Keep files organized, meet deadlines, and manage multiple projects at once
- Help with office tasks related to the production and distribution of promotional materials

**Required qualifications:**

- Must be current GVSU student enrolled in at least 6 credits
- Studio art major with a graphic design emphasis (or similar field of study)
- Must have completed Graphic Design I and II
- Knowledge of Adobe Illustrator, Photoshop, InDesign, and Microsoft Office
- Able to adapt to variety of design styles
- Strong attention to detail and ability to think both creatively and strategically
- Ability to work both collaboratively and independently

**Preferred qualifications:**

- Experience in print design (from class or other job)
- Interested in marketing, AD/PR, writing, and/or willing to learn more about these fields
- Leadership skills/experience
- Prior experience working with clients

**Hours:** Must be available to work shifts between 8 a.m.-6 p.m., Monday-Friday during fall and winter semesters, 12-16 hours per week. Additional hours may be available on a project by project basis. We are flexible and accommodating of student schedules.

**Compensation:** Starts as a level 4A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position. Hours are available on a project by project basis.

**Description of organization:** The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Marketing within the Division of Student Affairs.

**How to apply:** Deadlines and information about applying for this position can be found online at <http://gvsu.edu/promotions/apply>